



## UNITED STATES MARINE CORPS

1ST FORCE SERVICE SUPPORT GROUP, MARFORPAC  
BOX 555606  
CAMP PENDLETON, CALIFORNIA 92055-5606

IN REPLY REFER TO:

GruO 5110.1

1SPS

16 Feb 2000

### GROUP ORDER P5110.1

From: Commanding General  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR POSTAL AFFAIRS AND MAIL  
HANDLING (SHORT TITLE: SOP FOR POSTAL AFFAIRS AND MAIL  
HANDLING)

Ref: (a) DoD 4525.6-M, Volume I (Notal)  
(b) DoD 4525.6-M, Volume II  
(c) DoD 4525.8-M  
(d) OPNAVINST 5112.6 (Notal)  
(e) MCO P5110.4  
(f) MCO P5110.5  
(g) MCO P5110.6  
(h) MarForPacO 5112.1

Encl: (1) Locator Sheet

1. Purpose. To prescribe standing operating procedures for postal services when units are in garrison and/or deployed, postal cost management, and mail handling procedures for all units within this command. This Order conforms to policies and guidance from higher authority and issues amplifying instructions pertaining to 1st FSSG "unique" mission requirements, as well as clarifying some policies established by higher headquarters.

2. Cancellation. GruO P5112.1A.

3. Information. The 1st FSSG is responsible for providing all postal services and ensuring efficient mail processing and distribution for all I MEF units. This includes 1st MarDiv, 3rd MAW, MEU, MEB, and any other units or organizations that may from time to time be attached to the I MEF. The 1st FSSG military post office (MPO) is directly responsible for all mail processing, transportation, routing and handling matters pertaining to 1st FSSG units while in garrison or deployed. It is also tasked with conducting command level audits and inspections, as well as investigating or assisting criminal investigative agencies, in all such postal matters.

GruO 5110.1

4. Action. Commanders are enjoined to review all aspects of postal affairs and mail handling procedures contained herein.

5. Concurrence. This Order has the concurrence of the Commanding Generals, 1st MarDiv and 3rd MAW, and is therefore applicable to those commands and all their subordinate units.

6. Summary of Revision. This revision has been reformatted and contains a substantial number of changes, so it must be completely reviewed.

7. Certification. Reviewed and approved this date.

J. G. DAVIS  
Chief of Staff

DISTRIBUTION: A plus GruPosO (50)  
Copy to: CG, I MEF: List V (less A,B,C,G,H,I,J,K)  
CG, 1st MarDiv (200)  
CG, 3rd MAW (150)  
CG, 2nd FSSG (2)  
CG, 3rd FSSG (2)

SOP FOR POSTAL AFFAIRS AND MAIL HANDLING

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Received	Date Entered	Signature of Person Entering Change

# SOP FOR POSTAL AFFAIRS AND MAIL HANDLING

## CONTENTS

### CHAPTER

#### INTRODUCTION

- 1 THE MILITARY POSTAL SERVICE AND COMMAND RESPONSIBILITIES
- 2 DEPLOYMENTS AND CUSTOMS PROCEDURES
- 3 MILITARY MAIL AND ADDRESS STRUCTURES
- 4 UMR OPERATION AND SERVICES
- 5 OFFICIAL MAIL AND COST MANAGEMENT
- 6 NONMAILABLE MATTER, POSTAL LOSSES AND OFFENSES

## APPENDIX

- A UNCOMMON ACRONYMS AND ABBREVIATIONS
- B MPO LOCATIONS AND HOURS OF OPERATION

# SOP FOR POSTAL AFFAIRS AND MAIL HANDLING

## INTRODUCTION

### 0001. GENERAL

1. The 1st FSSG military post office (MPO) is responsible for planning, organizing, operating, inspecting, supervising, and coordinating all postal services in support of all I MEF, 1st FSSG, 1st MarDiv, and 3rd MAW units, as well as any other units or organizations that may temporarily come under the administrative or operational control of these commands. The 1st FSSG MPO also provides for, and ensures proper security of the mails at all times, but especially while in military control and possession. This includes investigating postal offenses or assisting criminal investigative agencies with any postal related investigations.

2. The 1st FSSG MPO and all applicable postal services come under the operational control of the Assistant Chief of Staff, G-1. The administration and operation of the MPO is in accordance with procedures established by United States Postal Service (USPS) postal laws and regulations, DoD military postal procedures and any supplemental instructions as may be prescribed by higher authority.

### 0002. PERTINENT REGULATIONS AND REFERENCES

1. References (a) through (h) provide necessary guidance and regulations on effective mail handling procedures, and applicable military postal regulations, and must be maintained by MPO's. In addition, MPO's must maintain current editions of all USPS directives, including, but not limited to; The Domestic Mail Manual, International Mail Manual, Postal Operations Manual, Administrative Support Manual, ZIP code Manuals and Postal Bulletins.

2. Commands operating a unit mail room (UMR) are required to retain current editions of references (b), (e) through (g), this Order, and their own mail handling instructions.

3. Commands and units that process or handle official mail must have on hand the current edition of references (c) and (e).

4. MPO's must have all postal directives referenced above, those referenced in Chapter 3 of reference (a), and any other applicable directives promulgated by higher authority.

## SOP FOR POSTAL AFFAIRS AND MAIL HANDLING

0003. PRECEDENCE. Should any portion of this Order come in conflict with directives from higher authority, the latter shall take precedence. Report any such conflicts of information or guidance to the 1st FSSG Postal Officer or the 1st FSSG Postal Inspectors Section.

### 0004. REPORTS

1. References (a), Chapter 12 and (d), Chapter 11 require all MPO's which conduct financial transactions to perform audits and submit a Report of Audit of Postal Accounts (DD Form 2259) to higher headquarters. Refer to them for specific guidance on report submissions.

2. Reference (a), Chapter 3, Paragraph 310 requires all postal operations to submit a quarterly and annual Postal Activity Reporting System (PARS) Report, submitted by letter or electronic message to MarForPac, which consolidates and submits them to DoD (MPSA). Paragraph 310 provides detailed information and formats to be used.

3. Reference (e), Chapter 5, requires all Marine Corps activities that meter official mail or use permit imprint mailings, to submit a Postage Expenditure Report (NAVMC 11125) semi-annually, due to CMC (MRP-3) by April tenth and October tenth of each year. CMC (MRP-3) uses this report to track official postage expenditures and develop historical usage data for all individual activities. The MCB MPO Official Mail Section has reporting responsibility for official expenditures for all units aboard Camp Pendleton. They are also ultimately responsible for final screening, processing, and metering all official mail generated by units of this installation, as well as all it's tenant organizations.

GruO P5110.1  
16 Feb 2000

**LOCATOR SHEET**

Subj: Standing Operating Procedures for Postal Affairs and Mail  
Handling (Short Title: SOP for Postal Affairs and Mail  
Handling)

Location: \_\_\_\_\_  
(Indicate location(s) of copy(ies) of this Order.)

# SOP FOR POSTAL AFFAIRS AND MAIL HANDLING

## CHAPTER 1

### THE MILITARY POSTAL SERVICE AND COMMAND RESPONSIBILITIES

	<u>PARAGRAPH</u>	<u>PAGE</u>
THE MILITARY POSTAL SERVICE (MPS).....	1000	1-3
TYPES OF SERVICES AVAILABLE.....	1001	1-3
ENTITLEMENT TO USE.....	1002	1-4
IDENTIFICATION REQUIREMENTS.....	1003	1-4
PROHIBITIONS ON USE OF FACILITIES.....	1004	1-4
RESPONSIBILITIES.....	1005	1-4

### FIGURE

1-1	SAMPLE LETTER OF AUTHORIZATION.....	1-6
-----	-------------------------------------	-----



## SOP FOR POSTAL AFFAIRS AND MAIL HANDLING

## CHAPTER 1

## THE MILITARY POSTAL SERVICE AND COMMAND RESPONSIBILITIES

1000. THE MILITARY POSTAL SERVICE (MPS). The MPS includes postal facilities of the U. S. Army, Navy, Marine Corps, and Air Force established under the Postal Agreement between the U. S. Postal Service (USPS) and the Department of Defense (DoD). These facilities provide a complete range of postal services for U. S. Armed Forces, authorized government employees, and their families, in areas where the military situation does not allow for civilian postal operations, and in locations set up specifically for military training purposes.

1001. TYPES OF SERVICES AVAILABLE

1. Units in garrison receive mail via the Camp Pendleton Mail Processing Center, staffed by a combination of Marine Corps postal clerks and civilian postal employees. It is the primary distribution point for all of Camp Pendleton's incoming and outgoing mail, and the mail box key issuance point for base family housing in the mainside and San Luis Rey housing areas. Marine Corps postal clerks provide postal finance services at six military post office (MPO) units aboard the base, while civilian postal clerks operate four other locations. Appendix B provides locations and hours of operation for post offices aboard this base and at our primary training site.

2. 1st FSSG MPO's and mobile MPO's supporting deployed units are capable of providing the full range of postal finance and mail handling services, as the situation dictates. For example, if a unit is deploying to a location where there is already an MPO operating, there is no need to provide additional postal finance support and only mail movement is required. Also, if a unit deploys for 30 days or less, then postal support and mail movement would not be necessary.

3. Units deploying overseas can use the MPS for mailing items to and from the deployed location, but personnel are subject to mailing restrictions and regulations set forth in local Status of Forces Agreements between the United States and host nation governments. Also, in some circumstances, overseas locations have different mail dimension standards which could possibly impact mailing costs and mailability of certain items. Units going into hostile fire zones will be subject to possible DoD imposed mailing restrictions or mail embargo.

1002

## SOP FOR POSTAL AFFAIRS AND MAIL HANDLING

1002. ENTITLEMENT TO USE. Reference (a), Appendix A, provides that the MPS will be provided to active duty military members, their dependents, and government employees who by virtue of their assignment are authorized to receive military postal support.

1003. IDENTIFICATION REQUIREMENTS. To ensure postal services are provided to authorized users, to protect the sanctity of the mail, and to better serve postal customers, Marine Corps postal clerks will require patrons in civilian attire, and all patrons cashing money orders or picking up accountable mail to present a valid identification card. This can be a valid Armed Forces or Dependent Identification Card, or any valid identification card issued by U.S. Government agencies or organizations, which entitles the bearer to use the MPS. Non-military patrons must prove they are entitled to military postal privileges.

1004. PROHIBITIONS ON USE OF FACILITIES

1. The MPS will not be used by individuals or agencies for commercial or business purposes, or to transmit items intended for resale in the course of conducting a business or private enterprise. This does not apply to news copy, recordings, or similar material transmitted through the MPS by accredited media representatives.

2. In overseas locations, foreign nationals are strictly prohibited from using the MPS. Accordingly, personnel authorized use of Marine Corps postal facilities will not purchase or cause to be purchased, any U. S. postal stamps, stamped paper, or postal money orders, for use by foreign nationals.

1005. RESPONSIBILITIES

1. The military departments and USPS, are responsible for the timely and efficient transportation of military mail as set forth in the USPS and DoD Postal Agreement.

2. The 1st FSSG MPO and Military Postal Inspector's Section are responsible for:

a. Ensuring all mail and postal effects are always protected, no matter who has custody or temporary control. Specifically, mail and postal effects are protected under Federal law, and postal personnel act as Federal agents, obligated to ensure the security, safety and inviolability of the mail and postal effects.

b. Inspecting UMR's for regulatory compliance, physical security and proper mail processing.

c. Providing formal training to all mail clerks, Unit Postal Officers, and their civilian counterparts, via the installation Mail Indoctrination Course.

d. Investigating all occurrences where postal losses or offenses are suspected or alleged.

3. Battalion commanders and any special section OIC's operating a UMR will have the following responsibilities as a minimum:

a. Assign a Unit Postal Officer and Assistant Unit Postal Officer in writing to ensure proper operation, security, and inspection of the UMR, as well as ensure all mail is processed correctly and expeditiously. The Unit Postal Officer must become familiar with all applicable postal regulations.

b. Ensure sufficient mail clerks are assigned in writing to work in the UMR, and ensure mail clerk candidates meet all requirements set forth in References (b), (g) and this Order.

c. Ensure the Unit Postal Officer, Assistant Unit Postal Officer, and all mail clerks attend the formal Mail Indoctrination Course provided by the 1st FSSG Postal Inspector's Section.

d. Ensure the UMR meets all physical security requirements set forth in references (b), (g) and this Order.

e. Ensure mail clerks are afforded adequate time to perform their mail handling duties.

f. Assign an Official Mail Manager (OMM) and Assistant OMM (AOMM) in writing, by memo or special order, to ensure the proper and cost effective use of official mail within the command. If personnel resources are limited, the Unit Postal Officer and Assistant Postal Officer can be assigned collateral duties as the Unit OMM and AOMM.

g. Establish and maintain a command or special section official mail center, per reference (e) and 5007.2 of this Order.

1005

## SOP FOR POSTAL AFFAIRS AND MAIL HANDLING

h. Ensure official mail is handled, processed and distributed as directed by DoD and Marine Corps guidelines. Appoint an agent in writing to receipt for and distribute official mail (including accountable, if applicable). Use the sample format in Figure 1-1 below:

---

 ORGANIZATIONAL HEADING

5110  
 Organization Code  
 DATE

From: Commanding Officer  
 To: NAME SSN  
 NAME SSN  
 NAME SSN

Subj: AUTHORIZATION TO RECEIPT FOR AND OPEN OFFICIAL ACCOUNTABLE MAIL  
 AND OFFICIAL MAIL ADDRESSED TO THE COMMANDING OFFICER

Ref: (a) DoD 4525.6M Postal Manual

1. In accordance with the reference, you are hereby authorized to receipt for and open official accountable mail, and ordinary official mail addressed to the Commanding Officer, (Unit name).

2. Specimen signatures:

PRINTED NAME: _____	SAMPLE SIGNATURE: _____
PRINTED NAME: _____	SAMPLE SIGNATURE: _____
PRINTED NAME: _____	SAMPLE SIGNATURE: _____

3. This letter supersedes all previous authorization.

Commanding Officer Signature Only  
 (NOT BY DIRECTION)

---

FIGURE 1-1 (SAMPLE LETTER OF AUTHORIZATION)

i. Ensure data required to maintain a current mail directory file is provided to the mail clerk, via daily copies of Unit Diaries, and copies of leave papers, orders, or any other sources of information available.

j. Ensure all personnel reporting into or out of the command check in with the UMR. This can be accomplished through the administrative check in/out process.

k. Submit a report of corrective actions taken for all Monthly/Quarterly UMR Inspection Reports identifying findings or major discrepancies which require that corrective action be taken. Submit the report of corrective actions taken, to the respective Commanding General (Inspector via the Adjutant) no later than ten working days after receipt of the inspection report. Forward one copy of the report to the 1st FSSG MPO (Postal Inspector's Section).

4. The Unit Postal Officer will:

a. Become familiar with all pertinent regulations, policies and inspection requirements for proper UMR operation. The first step is to attend the formal Mail Indoctrination Course provided by the 1st FSSG Postal Inspector's Section, which provides the knowledge base to begin performing their duties.

b. Publish a unit mail handling SOP in accordance with references (b), paragraph 301.2 and (e) paragraph 6003.

c. Ensure mail clerks attend the formal Mail Indoctrination Course as soon as possible after assuming their mail handling duties.

d. Ensure personal mail is delivered promptly to ONLY the addressee, or an agent authorized in writing by the addressee. Ensure official mail is handled, processed, and distributed as directed by DoD official mail handling guidelines. Also, ensure mail is processed, transported, handled, and protected as required by Postal laws, DoD regulations, and directives from higher authority.

e. Ensure mail clerks have sufficient time, apart from other duties, to perform mail handling duties.

f. Ensure that all information necessary for the proper maintenance of the directory files is provided to the mail clerk in a timely manner.

1005

## SOP FOR POSTAL AFFAIRS AND MAIL HANDLING

g. Ensure the UMR has adequate furniture and equipment for the mail clerk to process all incoming and outgoing mail within the confines of the UMR itself.

h. Perform weekly, unannounced UMR inspections to ensure proper check in/out procedures, mail distribution and delivery, maintenance of directory files, UMR and mail security, proper processing of deployed or incoming/outgoing personnel's mail, and all other facets of the UMR operation. Failure to perform UMR inspections according to postal guidelines can result in postal losses and offenses, as well as invite investigations by the 1st FSSG Postal Inspector's Section, NCIS, or even the USPS Postal Inspector's Branch to determine culpability or negligence. Inspections can be performed by the Unit Postal Officer or Assistant Unit Postal Officer, but must conform to the requirements set forth in references (b), (g) and this Order.

i. Report all suspected postal offenses and/or mail related incidents to the 1st FSSG Postal Officer, or the 1st FSSG Postal Inspector's Section. Also, follow up on investigative matters and report findings to the 1st FSSG Postal Inspector's Section to ensure the matter is brought to appropriate closure.

5. The Unit OMM and AOMM will:

a. Become familiar with all applicable regulations and policies pertaining to their duties.

b. Supervise official mail practices within the unit and keep the Commanding Officer and the installation OMM advised on all matters affecting the unit's official mail program. At Camp Pendleton, the MCB Postal Officer also performs the duties of installation OMM.

c. Immediately contact the installation OMM upon appointment, to arrange for available training.

d. Ensure the installation OMM is provided copies of all appointment letters for unit OMM's and AOMM's.

e. Ensure command/special section official mail centers comply with applicable regulations and operate efficiently, functioning as outlined in reference (e) and paragraph 5007.2 of this Order.

f. Ensure all authorized users of official mail within the unit know when and how to contact their OMM.

g. Ensure all command generated outgoing official correspondence and matter is sent to the command official mail center for screening, consolidation where possible, and final inspection/approval for mailing.

h. Inspect outgoing and incoming official mail at the command official mail center at least once per week to ensure that mail is being prepared and addressed properly, consolidated to the maximum extent possible, and that the official mail system is not being used for private or unofficial business.

i. Report suspected postal offenses or attempted misuse of official mail to the Commanding Officer of the alleged offender, and to the installation OMM.

6. Mail clerks will:

a. Become familiar with all regulations and policies pertinent to the UMR and mail distribution operation, such as mail handling and maintenance of the directory files, but especially those on mail security and proper delivery procedures.

b. Always protect the mail in their possession and keep the UMR secure from easy access by unauthorized personnel. Ensure mail is distributed only to authorized personnel, and/or delivered only to the addressee or their agent authorized in writing. All inspection personnel must provide appropriate identification before being given access to the UMR. References (b) paragraph 309, and (g) Chapter 3, set forth guidance on mail security, and who is authorized to enter or inspect the UMR.

c. Pick up and deliver mail according to schedules established by the 1st FSSG MPO and the command. Immediately stamp all incoming mail with a line or circular date stamp, on the reverse side, upon receipt.

d. Mail clerks must return all undeliverable personal mail to the serving MPO. Mail may only be retained overnight in MPO's or authorized UMR's.

e. Instruct newly arrived personnel to check with the Camp Pendleton Mail Processing Center for any "Hold" mail which may have been forwarded from their last mailing address.

1005

## SOP FOR POSTAL AFFAIRS AND MAIL HANDLING

f. Keep the UMR clean and neat, with only furniture and equipment necessary to properly operate the UMR. No other non-essential gear, furniture, or clothing is authorized. Mail bags will be used only for the authorized transportation of mail, and empty mail bags will be promptly returned to the serving MPO.

g. Maintain the directory files current and accurate. Ensure all appropriate information is entered as soon as it is received so that mail is not delayed or missent due to inaccurate information. If information necessary for the proper maintenance of directory files is not received in timely manner, mail clerks will report the problem to their Unit Postal Officer for corrective action. The following also applies:

(1) The mail directory file will be maintained on Mail Directory File Cards (NAVMC 10572), in the UMR. Directory files will be corrected daily or as changes occur, to reflect all changes in status.

(2) Upon detachment or transfer of individuals, Mail Directory File Cards will be retained for a period of 12 months and then destroyed. The cards will be destroyed during the first week of the thirteenth month.

(3) The information contained on the Mail Directory File Cards is to be considered privileged information and used only for the processing of mail.

h. Ensure mail orderlies picking up mail are in fact authorized by requiring them to present their DD Form 285, Mail Clerk/Orderly Appointment Card. Also, ensure mail orderlies sign the Daily Mail Receipt Logs to ensure chain of custody is maintained throughout the delivery process. Mail Receipt Logs will be retained six months from the date used, and will include the following information:

(1) Date and time section mail orderlies actually receive mail from the UMR.

(2) Legible signature of each section mail orderly, every time mail is received from the UMR.

(3) Mail Orderly appointment card number of the mail orderly to whom mail is issued.



(4) Entry showing if rework mail was brought back by the mail orderly on that day.

i. Ensure the mail clerk's personal mail is never opened or stored in the UMR, since it is delivered as any other individual's mail and is only to be opened after the mail clerk leaves the UMR. Inspectors finding open mail in the UMR will initiate an investigation to determine culpability and whether disciplinary action is necessary.

j. Immediately report all suspected losses and offenses to the Unit Postal Officer and the 1st FSSG Postal Inspector's Section. If the UMR is found unsecured at any time, secure it, notify the Unit Postal Officer, conduct an inventory to determine if anything is missing and notify the 1st FSSG Postal Inspector's Section for further guidance.

7. Mail orderlies will:

a. Always protect the mail in their possession and ensure mail is delivered only to the addressee or their agent authorized in writing.

b. Pick up, deliver, and return all undeliverable mail to the UMR according to guidelines and schedules established by the command. Mail orderlies cannot retain mail overnight, so they must return undeliverable mail to the serving UMR before the close of business of the day they received that mail.

c. Ensure Daily Mail Receipt Log is filled out correctly and signed, as applicable.

d. Immediately report all suspected losses and offenses to the Unit Postal Officer and the 1st FSSG Postal Inspector's Section.

8. The responsibilities listed above are minimum guidelines for personnel involved in handling mail and the proper operation of a UMR. References listed at the beginning of this Order, and this Order, provide additional guidance on specific actions and responsibilities for mail handling personnel and their commanders.

SOP FOR POSTAL AFFAIRS AND MAIL HANDLING

CHAPTER 2

DEPLOYMENTS AND CUSTOMS PROCEDURES

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.....	2000	2-3
MAIL ROUTING REQUESTS AND DEPLOYMENT PROCEDURES.....	2001	2-4
CUSTOMS PROCEDURES.....	2002	2-7

# SOP FOR POSTAL AFFAIRS AND MAIL HANDLING

## CHAPTER 2

### DEPLOYMENTS AND CUSTOMS PROCEDURES

#### 2000. GENERAL

1. Units planning to deploy for more than 30 days must inform the 1st FSSG MPO (Operations Section) at least 45 days prior to deployment of the first echelon, so that mail routing and transportation planning can be put into effect for the expeditious and accurate mail movement between the parent command, the MPO, and the deployment location. Units deploying for 30 days or less, normally do not have their mail forwarded to the deployment location because of time constraints in processing and moving the mail. The Operations Section of the MPO determines what postal services and mailing requirements are available at the deployment location, then provides this information to the parent command. Commanders should brief deploying personnel of the character of mail and postal services that can be expected in the area concerned. The Operations Section also plans and implements correct mail routing schemes, while ensuring that applicable postal guidance is incorporated into the unit's mail handling procedures for the duration of the deployment. Units on rotation will ensure a change of address for all official publications is effected 45 days prior to departing or returning to their stateside host base in accordance with current editions of MCO 5605.9 and NAVMC 2766.

2. Understanding customs regulations is essential for personnel going on deployment or assigned to an overseas location. Status Of Forces Agreements between the U. S. and foreign governments set forth guidance on what can be brought into or taken out of host country boundaries. Customs officials for each country are responsible for assuring that contraband items are not entered into their respective areas of responsibility. Mailed matter must conform to the host nation's import and export policies and anyone mailing prohibited or contraband items can be required to pay a duty surcharge, suffer impound of the item, or even face severe fines and legal penalties, depending on the nature of the infraction. Section 2002 below provides more detailed information on customs procedures.

3. Deploying personnel will not change their mailing address unless directed to do so. Ships' names and hull numbers, as well as geographical locations will not be utilized in Fleet Post Office (FPO) mailing addresses, since these are the primary causes for delays and even non-delivery of mail.

4. It is important that deploying personnel be informed that certain overseas locations have mailing restrictions that are different from those in CONUS. An example is Space Available Mail (SAM) overseas, which allows items mailed at a lower cost to be transported by air until it enters the CONUS mail gateway. Because dimension standards for this type of mail are smaller than for normal Standard A mail, mailers should be aware that they could possibly send an item to an overseas location at the lower Standard A mail postage rate, but might have to pay the higher Priority Mail rate when sending it back to CONUS because of the size restrictions for SAM coming from overseas.

#### 2001. MAIL ROUTING REQUESTS AND DEPLOYMENT PROCEDURES

##### 1. Pre-Deployment Procedures

a. Commanding Officers of all units deploying or participating in a Unit Deployment Program (UDP)/exercise/operation must complete a Mail Routing Request (MRR) and have the Unit Postal Officer submit the MRR to the Postal Operations Section at least 45 days prior to departure. Failure to do so may result in a delay of the startup process for forwarding the deployed unit's mail, or cause delivery delays if the deploying unit's whereabouts are not being accurately reported, or correct deployment addresses may not be assigned because information needed for this is not available. This MRR gives the Postal Operations Section the information required to complete a Mail Handling Procedures (MHP) message. The MHP will give the deploying unit a deployed address if applicable, as well as provide guidelines and procedures needed by the unit mail clerk to properly process mail for deployed individuals.

b. To avoid errors, minimize delays in mail movement, and to effect accurate mail routing changes, the following information is required when submitting the MRR:

- (1) Departure date of the advance party.
- (2) Departure date of the main body.
- (3) Area (s) of operation to which deploying.
- (4) Name of the exercise (e.g., CAX, JTF, NATIVE FURY, etc).
- (5) Estimated date of return of advanced party.

- (6) Estimated date of return of main body.
- (7) Classes (type) of mail to be routed. (See Note:)
- (8) Size of the unit involved (e.g., PLT, CO, BN, etc.).
- (9) Name of the PLT or CO (If applicable).
- (10) Are any other units attached or involved in the operation?
- (11) Will you need postal to give a command brief on available postal support?
- (12) Unit Postal Officer's LAN address.

Note: It is recommended that large nonessential parcels (e.g., mufflers, encyclopedias, stereos, etc.) not be forwarded to short duration exercises (e.g., CAX, JTF, WTI, etc.) since these items will normally take much longer to arrive at the deployment location, and would be much more expensive to send as Priority Mail.

c. Upon receipt of the MRR from the deploying units, the Postal Operations Section will forward MRR instructions via message to the Commander, Joint Military Postal Activity Pacific, San Francisco, California (CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO, CA). The Commanding Officer of deploying unit will be an information addressee for all mail routing correspondence or message traffic initiated by the Postal Operations Section.

## 2. During Deployment

a. During the deployment, and while deployed units are embarked on naval vessels, mail routing will be effected according to information provided by the deployed units in ship movement reports. If the deployed unit is off loaded at a shore installation for any extended time (usually over 30 days), or if the unit changes ships, or when a unit is detached to a different and separate command; then mail routing instructions must be submitted via CONFIDENTIAL message and no later than 8 days prior to the movement. Mail routing instruction messages are addressed to CDR JT MIL POSTAL ACTY PAC SAN FRANCISCO CA//MPSA-SF// with CG FIRST FSSG//G-1/POSTAL// as an information addressee. Mail changes must be projected well in advance of actual movement for units to ensure that mail will be pre-positioned and directed to the proper shore activity for expeditious delivery.

b. Commanding officers of elements deployed to a fixed location; for example, a fixed wing squadron or a unit on the Unit Deployment Program (UDP), will immediately contact the serving MPO upon arrival at their deployed location. Occasionally, liaison will be required with the serving civilian postmaster. If it becomes necessary to submit a mail routing request while deployed, the serving MPO will coordinate the release of the mail routing message.

c. Commanding Officers of all deployed units shall ensure that mail clerk/orderly service is provided and that UMR procedures are adhered to during the period of deployment. In particular, those organizations maintaining UMR service while in garrison will be required to maintain directory files and follow mail handling procedures in compliance with Reference (b) and as specified herein.

d. Commanding officers are required to report to the serving MPO and/or cognizant civilian postmaster, any known or suspected mail problems, complaints, or postal related offenses discovered at any time during deployment. The 1st FSSG Postal Officer is an information addressee on all reports and message traffic involving mail problems or postal offenses encountered during the deployment.

e. Postal personnel will be assigned only when required by the Table of Organization and as applicable to the scope and size of the actual deployment. As a norm, postal personnel are not assigned to operations of 30 days or less, or when postal services are readily available at the deployment location (e.g. 29 Palms, Bridgeport). In those situations, the unit's mail clerk/orderly service that is already in place shall suffice. The Unit Postal Officer can coordinate with the serving MPO to obtain mail delivery service for their mail clerks/orderlies.

3. End of Deployment. Commanding Officers of deployed units will ensure that MRR's are submitted prior to termination of their unit's deployment. Again, mail routing instructions must be submitted by CONFIDENTIAL message. Timeliness of the MRR's is essential to ensure efficient mail movement and effective delivery of returning mail. For the MPO to move and return mail expeditiously, MRR's must be submitted as outlined by the following criteria:

a. When requesting a routing change for air worthy mail ONLY, the MRR will be submitted no later than 10 days prior to the unit's embarkation or return date.

b. When simultaneous routing of both air worthy and surface mail is desired, the MRR is submitted no later than 45 days prior to the deployed unit's embarkation or return date.

4. For questions on MRR formats and the information to be contained in them, contact the 1st FSSG MPO, Operations Section.

## 2002. CUSTOMS PROCEDURES

1. The United States has customs jurisdiction over all mail entering, or preparing to leave, CONUS, Alaska, Hawaii, and Puerto Rico. At overseas locations, mail falls under the jurisdiction of the host nation's government customs agency. The U. S. government and host nations have SOFA agreements in place that provide policies and guidance on all facets of import and export requirements. Mailability requirements and contraband/prohibited items are included within the sections of the SOFA agreements.

### 2. Mail Subject to Customs Examination and Duty

a. All mail originating from outside the Customs Territory of the United States (CTUS) which is addressed for delivery within the CTUS and believed to contain merchandise, is subject to customs examination, possible surcharges, and in some cases, even impound by U. S. Customs Officials. This includes, but is not limited to; Sealed letters, letter packages, returned articles of U. S. origin, military member's mail, and any other matter mailed outside the CTUS.

b. Merchandise mailed to the CTUS for which entry free of customs duty is not specifically provided, is subject to customs duty, and ALL personal mail is subject to customs inspection for contraband and black market items.

3. Trademark/Tradename Items. Always caution military postal patrons at overseas locations that some popular U. S. owned trademark/tradename products are frequently counterfeited overseas. Public law 95-410 allows service members to bring back from overseas no more than one article bearing a protected trademark/tradename. Items of this nature must be inspected by customs upon entering the U. S., and must be intended solely for personal use. Importing quantities in excess of one is at the discretion of the trademark or tradename holder. This restriction does not apply to merchandise originally purchased in the U.S. and brought back by the military member and/or dependents. Specific questions on trademark/tradename items should be directed to the nearest serving customs office.

4. It is the sole responsibility of the individual mailer to ensure they comply with all customs laws when either mailing items overseas or sending items back to the CTUS. Postal Clerks cannot advise patrons on the dutiable character of an item because that is specifically within the jurisdiction of the U.S. Customs Service. Individual members can obtain customs information by contacting the nearest serving customs office, or writing to: Treasury Department, Bureau of Customs, San Francisco, California 94111. MPO's may also be able to provide information pamphlets if available.



SOP FOR POSTAL AFFAIRS AND MAIL HANDLING

CHAPTER 3

MILITARY MAIL AND ADDRESS STRUCTURES

	<u>PARAGRAPH</u>	<u>PAGE</u>
MILITARY MAIL DEFINED.....	3000	3-3
U. S. MAIL COLLECTION BOXES.....	3001	3-3
TRANSPORTATION OF MAIL.....	3002	3-3
COMMON MAIL PROBLEMS.....	3003	3-5
ADDRESSING PERSONAL MAIL.....	3004	3-5
ADDRESSING OFFICIAL MAIL.....	3005	3-7

# SOP FOR POSTAL AFFAIRS AND MAIL HANDLING

## CHAPTER 3

### MILITARY MAIL AND ADDRESS STRUCTURES

#### 3000. MILITARY MAIL DEFINED

1. Personal mail - This is mail addressed between individuals, or business mail addressed to an individual, which is not related to government business in any way, shape or form. This mail is accepted at all civilian and military post offices for dispatch, receipt and delivery to any location globally.

2. Official mail - This is mail addressed to government employees in the performance of their duties, or for delivery to a specific government office or section, and pertaining solely to government business. Official matter is only entered into the mail stream through military official mail channels because it must first be screened for official content, then official mail postage must be applied to it before it can be processed, transported and delivered. Chapter 5 of this Order provides more detailed information.

#### 3001. U. S. MAIL COLLECTION BOXES

1. Mail collection boxes are easily identified by their blue coloring and the Postal Service emblem (Eagle) on the sides. Collection boxes are placed in areas of the highest customer traffic flow and the best possible service for personnel. They are the only boxes authorized for depositing mail. Hours of collection may be changed to meet scheduled dispatches and are posted on the inside flap of each box.

2. Installation of mail collection boxes by other than Postal personnel is prohibited. Mail will not be deposited in receptacles other than authorized and designated collection boxes. Unauthorized removal or defacing of mail collection boxes is a postal offense punishable under Federal law.

#### 3002. TRANSPORTATION OF MAIL

1. It is essential that mail always be protected from the possible theft, inclement weather, damage or loss. When transporting mail between the MPO, UMR's and sections, all military vehicles used must conform to the requirements established in reference (b), 309.7a. The following also applies:

a. The vehicle should be closed body and lockable, such that the mail clerk/orderly can safely secure the mail in their temporary absence.

b. If the vehicle is not closed body (e.g. flatbed, stakebed, or pick up), or it is not lockable, the mail clerk/orderly must keep all mail within their immediate control and custody at all times, by securing it within plain sight or riding with the mail while it is being transported.

c. At no time will mail be left in any vehicles unattended and unprotected. Failure to protect the mails can result in possible disciplinary action if it is determined that it was due to negligence or malicious intent.

2. Reference (b) 309.7b specifically prohibits the use of a privately owned vehicle (POV) to transport mail, unless an absolute emergency. Requests for emergency use of a POV to transport mail will be submitted to the 1st FSSG Postal Officer in writing by the Commanding Officer, and will contain the following information:

a. Nature of the emergency. Simple vehicle breakdown or improper planning are not emergencies.

b. What actions were taken to obtain a replacement government vehicle, listing sections contacted and POC's.

c. Detailed description of POV to be used, including at the very least, make, model, license plate number, owner name, driver name and route to be taken.

d. The Commanding Officer's signature. This cannot be delegated since the Commanding Officer is ultimately responsible for any postal offenses that may occur from the use of unauthorized vehicles.

3. The request must be approved by the 1st FSSG Postal Officer in writing, prior to using the POV for mail transportation. The approval letter will be presented to the MPO where mail is being signed for and received from.

4. The request is valid only for the one day specified in the approval. If another day is needed, another request must be made in writing as stipulated above.

5. The MPS is an extension of the USPS and only military vehicles are authorized for transporting military mail.

3003. COMMON MAIL PROBLEMS

1. The most common problems for mailed matter are incorrect and incomplete addresses, which are the primary causes of delays, incorrect delivery or non-receipt of U.S. military mail. This is usually due to patron unfamiliarity with the proper mailing address practices.

2. Another problem involves personnel who transfer into or out of the command, but do not check into, or out of the UMR. The individual's mail can be delayed greatly or even be returned to sender if no record of arrival or detachment is available for mail clerks to properly process the mail.

3. Reference (b) and 5007.5 of this Order provide instructions on how to handle and process mail mistakenly delivered to the wrong person.

3004. ADDRESSING PERSONAL MAIL

1. Each commander, through their mail handling personnel and UMR operation, should ensure all their personnel are educated on their correct mailing address and proper mailing practices. This can be done by publishing samples of mailing addresses in the unit mail handling order, posting samples of correct mailing addresses in a location immediately adjacent to the UMR and in plain view, and by having mail clerks/orderlies and Unit Postal Officers educate personnel when they check in or out of their unit, so that all personnel understand their correct and complete return address for incoming/outgoing mail.

2. Personal addresses will not include ship names, or task organization designators for groups, units, or elements, unless prescribed for operational commitments and approved by the 1st FSSG Post Office Operations Section. Major command titles (i.e., 1st Marine Division and 3rd Marine Aircraft Wing) will not be used unless personnel receive their mail at the headquarters of those commands. Geographical locations overseas will not be used because this causes mail to be subject to international mail laws and costs.

3. Although not required, encourage personnel to use their Social Security Number (SSN) in the return addresses of their personal mail.

4. Below are the format and some examples of correct personal mail addresses:

#### MAILING ADDRESS FORMAT

1st Line	PVT John I. Marine *555667777
2nd Line	H&S Bn 1st FSSG (Comm Co)
3rd Line	Box 555607
4th Line	Camp Pendleton, CA 92055-5607

#### EXPLANATION

1st Line	Rank, Name, *SSN
2nd Line	This line consists of the unit/organization name with appropriate company and section listed in parenthesis. Due to limited character space, group level organization names (i.e., 3d MAW, 1st MarDiv) are not normally required or desired. For this same reason, battalion/squadron names should normally be abbreviated on personal mail addresses.
3rd Line	Six digit Box Number assigned to the Unit.
4th Line	Use the City, State, and ZIP code on this line. For example: Camp Pendleton, CA 92055- (Last four digits of Box number assigned to the Unit); Miramar, CA 92145; Twenty-nine Palms, CA 92278.

\* Public Law (93-579) and the Privacy Act of 1974 state that the use of SSN's is strictly voluntary, but having them as part of mailing addresses can assist postal personnel in assuring mail is properly processed, expeditiously moved and accurately delivered to the correct person(s).

#### EXAMPLES OF CAMP PENDLETON MAILING ADDRESSES

PVT T. P. TOE 123456789 (SSN optional)	CPL B. A. STAR 123456789 (SSN optional)
H&S BN 1st FSSG (S-1)	3D BN 1ST MAR (WPNS CO)
Box 555607	Box 555422
Camp Pendleton, CA 92055-5607	Camp Pendleton, CA 92055-5422

5. Personnel should go to their serving UMR if they are not sure what their correct address is, or contact their serving MPO if they have questions about their mailing address.

3005. ADDRESSING OFFICIAL MAIL

1. It is essential that official mailers use only addresses authorized and distributed in the DoD Activity Address Directory (DoDAAD), the Standard Navy Distribution List (SNDL), and reference (f). Names of ships or task organization numbers will not be used as part of the official mailing address for embarked units unless they are part of the official address listed in the SNDL. Official mail addresses shall not contain personal names on the first line because this causes the mail piece to appear personal in nature, however, the second line of an official addresses may have an "Attention to:" line, for directing mail to subordinate offices, points of contact, or sections.
2. All official mail must be processed in compliance with the current edition of References (c) and (e), and Chapter 5 of this Order.
3. Below is the format and examples of correct official mail addresses:

ADDRESS FORMAT

1st Line	Billet title (CG, CO, Director, OIC)
2nd Line	Optional "Attn to:" line
3rd Line	Unit/organization name
4th Line	Box XXXXXX
5th Line	Camp Pendleton, CA 92055-XXXX

EXPLANATION

1st Line	Billet title is used vice an individual's name.
2nd Line	This can be the optional "Attn to:" line.
3rd Line	The unit/organization name. Names should be abbreviated where possible due to limited character space.
4th Line	Six digit Box Number assigned to the unit/organization.
5th Line	Use the City, State, and ZIP code on this line. For example: Camp Pendleton, CA 92055- (Last four digits of the Box number assigned to the unit/organization).

EXAMPLES OF CAMP PENDLETON OFFICIAL MAILING ADDRESSES

Commanding General  
1st FSSG  
Box 555606  
Camp Pendleton, CA 92055-5606

Commanding Officer  
3D BN 1ST MAR  
Box 555422  
Camp Pendleton, CA 92055-5422

Officer In Charge  
Attn: HHG Section  
Traffic Management Office  
Box 555004  
Camp Pendleton, CA 92055-5004

# SOP FOR POSTAL AFFAIRS AND MAIL HANDLING

## CHAPTER 4

### UMR OPERATION AND SERVICES

	<u>PARAGRAPH</u>	<u>PAGE</u>
UMR DEFINED.....	4000	4-3
MAIL CLERK AND MAIL ORDERLY DEFINED.....	4001	4-4
MAIL CLERK/ORDERLY APPOINTMENTS.....	4002	4-5
ACCOUNTABILITY OF MAIL CLERK/ORDERLY APPOINTMENTS.....	4003	4-5
AUTHORIZED USERS OF UMR SERVICES.....	4004	4-6
MAIL DIRECTORY SERVICE.....	4005	4-6
FURNISHING INFORMATION FOR DIRECTORY FILES.....	4006	4-7
CHANGE OF ADDRESS CARD (CAC).....	4007	4-8
UNDELIVERABLE MAIL.....	4008	4-9
ACCOUNTABLE MAIL.....	4009	4-13
MISCELLANEOUS.....	4010	4-14

### FIGURE

4-1	SAMPLE LETTER OF TRANSMITTAL.....	4-11
-----	-----------------------------------	------



# SOP FOR POSTAL AFFAIRS AND MAIL HANDLING

## CHAPTER 4

### UMR OPERATION AND SERVICES

#### 4000. UMR DEFINED

1. A UMR is a secure room, screened enclosure, or other secure area which meets U.S. Postal Service and DoD security and structural requirements, serving as a place for mail clerks to properly and safely handle the mail. The space provided must furnish adequate security for the mail and must restrict access only to those personnel listed in paragraph 4000.3 below.

2. UMR's may be established as necessary by battalion commanders or special department heads in some situations. In the absence of a room or screened enclosure, anchored and lockable receptacles may be utilized for the security of mail. Mail is always to be protected while in military channels, so it will not be delivered or turned over to unauthorized personnel, and is to be kept secured at all times during the absence of the responsible mail clerk. The command will notify the 1st FSSG Postal Inspector's Section prior to establishing/disestablishing a UMR, in order for them to assist in selecting an appropriate location meeting Postal Service and DoD requirements, or to perform final inspection of a disestablished UMR.

3. The only personnel authorized to enter UMR's are the Commanding Officer, Executive Officer, Unit Postal Officer, mail clerks assigned to the UMR, Postal Inspectors, and personnel on official inspections or visits. Subordinate mail orderlies receiving mail through the UMR, and mail clerks from other units will not be allowed access into the UMR and will not be given mail that they are not expressly authorized in writing to handle. All business will be conducted so that mail is not accessible to any unauthorized individuals, and is distributed only to authorized personnel. The UMR shall be locked when the mail clerk is not inside. The 1st FSSG Postal Inspectors are required to present proper identification (NAVMC 11157) prior to gaining access to any UMR, and all non-postal inspectors must check in with the Unit Postal Officer prior to entering the UMR.

4. Only the unit mail clerk should have a key to the UMR. All other UMR keys will be secured and safeguarded to prevent their being obtained by unauthorized personnel. Duplicate keys and copies of combinations will be sealed in an envelope, marked to identify the contents, signed on the reverse by the Unit Postal Officer and the

mail clerk, dated to indicate the date sealed, and retained by the Unit Postal Officer or the unit commander if they maintain their own dedicated security container. Duplicate keys will not be retained in key lockers or containers to which unauthorized personnel have access. Mail clerks will maintain the UMR in a neat, clean, and orderly condition. Nothing will be kept in the UMR except essential furniture, mail, and mail records. A DD Form 1115 (Mail Room-No Admittance) will be completed and posted outside the UMR entrance, either on the hatch, or on a directly adjacent wall, in plain view. In addition, examples of unit personal and official mailing addresses shall be displayed in the same manner as the DD Form 1115, along with a copy of the unit mail handling order. UMR's do not provide the full range of postal services, so they should not be confused with, or referred to as post offices.

5. The Unit Postal Officer will conduct weekly unannounced UMR inspections. The 1st FSSG Postal Inspector's Section inspects all established UMR's within the command at least once every quarter. UMR's must maintain a rating of "Mission Capable" with no findings or major discrepancies, or they will be inspected monthly until their rating is brought up to standard. The results of inspections shall be reported on the Unit Mail Room Inspection Checklist. A copy of the initial report findings will be left with the Commanding Officer concerned, then the final report results will be signed by the 1st FSSG Postal Officer and distributed to all concerned parties.

#### 4001. MAIL CLERK AND MAIL ORDERLY DEFINED

1. Mail clerks handle and process mail for the entire battalion or squadron. They operate the UMR and distribute mail to mail orderlies according to scheduled distribution times. Mail clerks are subordinate in the chain of command to postal clerks and do not perform the full range of postal services that postal clerks perform, so they should never be confused with postal clerks, or vice versa. Postal clerks are not assigned to perform mail handling duties at the battalion level or lower, nor are they assigned to operate UMR's or command consolidated mail room operations.

2. Mail orderlies handle mail for companies, sections, or special departments, and are subordinate in the chain of command to mail clerks. They do not perform the same level of mail processing that mail clerks perform, nor do they operate UMR's, so they should not be confused with mail clerks or postal clerks.

4002. MAIL CLERK/ORDERLY APPOINTMENTS

1. Commanders and Unit Postal Officers will only appoint personnel as mail clerks or mail orderlies if they meet all criteria set forth in reference (b), 302. Mail clerks/orderlies must be thoroughly familiar with all applicable portions of references (b), (g) and this Order.

2. Mail clerk/orderly appointments are made on DD Form 285 (Mail Clerk/Orderly Appointment Card), showing the authorized individual's name and signature. The card will also identify whether assignment is for mail clerk or mail orderly. Sufficient cards are prepared so that one card is given to the mail clerk and one to the serving MPO, or one card to the mail orderly and one to the UMR. A DD Form 2260, (Unit Mail Clerk/Orderly Appointment Log) can be used in lieu of the UMR copy of the appointment card. The DD Form 285 will be carried by the mail clerk/orderly at all times when handling, receipting for, or delivering mail. Mail is delivered only to addressees, their agents authorized in writing, or mail clerks/orderlies.

3. When a mail clerk appointment is revoked, the revoking authority must ensure that the serving MPO is notified in writing of the revocation. When a mail orderly appointment is revoked, the Unit Postal Officer must be informed in writing.

4003. ACCOUNTABILITY OF MAIL CLERK/ORDERLY APPOINTMENTS

1. Mail Clerk/Orderly Appointment Cards are serialized (e.g. 1-99, or 03-99) in order to maintain strict accountability, and to enable postal inspectors to match signatures with card numbers during inspections or investigations.

2. If a mail clerk/orderly has their mail handling duties revoked, the Mail Clerk/Orderly Appointment Card and all copies will be destroyed by the appointing authority upon revocation. The appropriate entry in the appointment log will be made and the appointment log is retained for a period of two years after the date of the last revocation entry.

3. Staff sections and other activities who may require the appointment of section mail orderlies, should request that the command operating the UMR from which they pick up their mail make the appointment. All requests shall be in writing.

4004. AUTHORIZED USERS OF UMR SERVICES

1. The UMR provides mail distribution and delivery service only for:

a. Permanent party personnel who reside in bachelor quarters, and do NOT have a permanent residence where they receive mail through civilian postal channels.

b. Personnel temporarily attached to the unit (e.g. TAD, student, medical hold).

c. Personnel assigned to a deployed unit, but only while the unit is deployed.

2. Newly arriving personnel may receive mail through the UMR until their permanent residence, either off base or in base housing, is established and civilian postal channels become available to them.

3. If personnel continue to receive personal mail through the UMR, even though their permanent mailing address is established, they will be notified by the Unit Postal Officer that using two addresses constitutes duplication of service. Once notified, they must ensure all correspondents address mail to them correctly, or mail received at the UMR for them may be returned to sender.

4005. MAIL DIRECTORY SERVICE

1. Each activity operating a UMR is required to maintain a complete and current Mail Directory File that conforms to the requirements of references (b), (g) and this Order. The Mail Directory File provides the mail clerk at the UMR with the capability to properly process mail that is undeliverable within that activity.

2. The MCB MPO maintains a Master Directory File that includes due-in personnel and members presently attached to all units aboard Camp Pendleton.

3. Files for transferred personnel will be maintained at the unit UMR level and not at the Command Master Directory.

4. The Mail Directory File will consist of Mail Directory File Cards (NAVMC 10572), containing all information necessary to properly process the individual's mail. The file will be maintained by individual name, alphabetically, regardless of grade, location, component or status, as a single file.

5. All entries on Mail Directory File Cards must be complete and legibly written, printed, stamped, or typed.

6. Cards for personnel to include all newly joined personnel in the Directory File will show last name, first name, middle initial, grade, SSN, current address, section/department, and the unit number when published.

7. Temporary changes in status (i.e., hospital, TAD away from the unit, UA, etc.) are entered on the Mail Directory File Cards, along with the date of status change. When the individual returns to the unit, the mail clerk will line out the previous entry on the card, enter the new join date and unit diary number, and initial it.

8. Retention Periods

a. Upon detachment or transfer of personnel assigned to the command for longer than 6 months, mail clerks will properly annotate Directory File Cards, retain them for 12 months after the departure date, and then destroy them. Cards will show a complete forwarding address, with the ZIP code and Estimated Date of Arrival (EDA). A purge date will be placed on the card, and color-coding may be used to permit easy removal and disposal when necessary. The actual discard date will be the month following the 12th month of departure. For example, if a permanently assigned Marine departed during April, the discard date would be May of the following year.

b. Cards for personnel in a TAD or student status for 6 months or less will be maintained for 3 months after the member's departure. For example, if a Marine assigned to a 3 month school departs during April, the actual discard date would be August.

c. Mail clerks will purge directory files the first week of each month and destroy all cards containing a discard date for that month.

4006. FURNISHING INFORMATION FOR DIRECTORY FILES

1. Commanding Officers must furnish a legible copy of each unit diary to the UMR no later than the next working day following the date of publication. These diaries must be maintained in the UMR for a period of six months.

2. In addition to the above, Commanding Officers may utilize any combination of the following methods for providing information to the serving UMR.

- a. Assignment orders/rosters.
- b. Copies of leave papers.
- c. Notice of Change of Address (signed by the individual).
- d. Embarkation rosters (air and surface).

3. The mail clerk will record the following information on the first page of each unit diary and/or other reporting documents received:

- a. Date of receipt.
- b. Date information is actually transferred on the mail directory file.
- c. Initials of the mail clerk transcribing the information.

4007. CHANGE OF ADDRESS CARD (CAC)

1. Unit Commanders are responsible for ensuring personnel check in/out of the unit's UMR, while the individual concerned must correctly fill out and sign required CAC's provided by the mail clerk at the UMR.

2. Mail clerks ensure the CAC is correctly filled out, signed, addressed, and mailed out. It is essential that appropriate procedures be established and followed by each command, to ensure the proper processing and submission of these cards for each new join or transfer.

3. Reference (g), Chapter 5, prescribes general instructions and procedures for the submission of CAC's, which will be made available to Marines reporting into, or transferring from an activity. Marines are also urged to use change of address packets provided by the MPO and civilian post office to notify family, friends, and publishers of their new correct mailing address. Sufficient CAC's must be maintained at the UMR to support all personnel, at a maximum of 3 per person.

- a. Transferring Commands. Personnel transferring must check out through the UMR, which gives them a CAC to fill out, sign and address to the serving MPO at their new duty station.

b. Receiving Commands. Personnel checking into their new duty station must fill out and sign a new CAC showing their new correct address. The CAC will be sent to the appropriate UMR at the last permanent duty station.

4. Commanders will ensure that UMR's are included on the check in/out sheets for the purpose of completing CAC's and Mail Directory File Cards (NAVMC 10572).

#### 4008. UNDELIVERABLE MAIL

1. Transferred. Mail clerks will immediately readdress and forward mail for transferred personnel to their next command or their new permanent mailing address, as requested by the individual on their Mail Directory File Card.

a. All mail forwarded to a military address will include the Estimated Date of Arrival (EDA) as part of the forwarding endorsement.

b. If the individual fails to sign the Mail Directory File Card or does not check out with the UMR, addresses obtained from official sources (i.e. unit diaries, PCS orders) may be used to forward the individual's mail.

2. Mail for personnel on leave is retained in the UMR until the addressee returns to the unit, unless the addressee leaves written instructions (on a Mail Directory File Card or Mail Disposition Form) to forward mail to their leave address. The UMR shall be provided with copies of all leave papers.

3. Mail for personnel TAD more than 30 days will be forwarded, but if TAD for 30 days or less, mail will be held in the UMR until the individual's return. Personnel departing on TAD must check out/in with the mail clerk so their mail is correctly handled. Personnel not knowing their complete TAD address when departing will be instructed to send a CAC upon checking in to their temporary unit.

4. Mail will be forwarded promptly to personnel on the Fleet Assistance Program (FAP) or TAD locally. It is essential that all personnel going on the Fleet Assistance Program or TAD locally, check out with their former command's UMR and check in with their new command's UMR.

5. Mail for personnel in the hospital shall be forwarded immediately. The mailing address should contain at least the ward and room number to help expedite delivery. Below are examples of forwarding addresses for personnel hospitalized at Camp Pendleton or Twenty-nine Palms:

EDA:

Rank, Name, 123456789 (SSN optional)

NAVAL HOSPITAL

Room #, Floor #, Ward #

Box 555191

Camp Pendleton CA 92055-5191

EDA:

Rank, Name, 123456789 (SSN optional)

NAVAL HOSPITAL MPR MCAGCC

Room #, Floor #, Ward #

Box 788250

Twenty-nine Palms CA 92278-8250

6. Mail for personnel in a UA status is retained in the UMR until they return to duty, or are declared "Deserter". Annotations such as "UA" or "AWOL" will not be placed directly on mail matter, but rather a note will be attached to the mail showing UA status and date, along with the Unit Postal Officer's endorsement.

7. Once UA personnel are declared deserters (normally after 30 days), a Certificate of Notification of Deceased/Deserters Form (MCBP 5112/1 (10-77)), will be completed and signed by the Unit Postal Officer. All mail, along with the certificate shall be returned to the serving MPO.

8. Mail for personnel confined to correctional custody or a correctional facility will be forwarded to the appropriate address for the facility where the individual is confined, but at no time will endorsements such as "BRIG" or "CONFINED" be used on the mail piece. Below is the format to be used when readdressing mail to the correctional facility. The date of confinement shall be noted immediately below the forwarding address. Special instructions concerning the screening, handling and processing of mail for prisoners confined for disciplinary reasons are set forth in the current edition of SECNAVINST 1640.9, Department of the Navy Corrections Manual.

EDA:

Rank, Name, 123456789 (SSN optional)

Box 555226

Camp Pendleton CA 92055-5226

9. Mail for personnel in hands of civil authorities is handled differently from mail for personnel in military confinement. The following applies:



a. Such mail will be forwarded under cover, with a letter of transmittal and an official business reply envelope, to the detaining authority. This will permit the mail to be returned in the event it cannot be delivered to the addressee.

b. Prior to forwarding mail for personnel in hands of civil authorities, it must be determined if they will be confined long enough for proper mail delivery to be effected.

c. Figure 4-1 below gives a sample of the letter to enclose with the individual's mail:

---

ORGANIZATIONAL HEADING

5110  
DATE

From: Mail clerk rank and name

To: Warden and Address of Facility

Subj: MAIL FOR PRIVATE JOHN A. MARINE 111 22 3333

1. Records of this organization reflect subject named Marine as being confined in the (Name of Facility).

2. If delivery cannot be effected, please return the mail utilizing the enclosed self-addressed official business reply envelope.

I. G. AGRESSOR

---

FIGURE 4-1 (SAMPLE LETTER OF TRANSMITTAL)

10. Mail clerks not maintaining UMR's, and mail orderlies, are required to return all undeliverable mail in their possession at the end of the day to the serving MPO or UMR from which obtained. Mail that can be delivered at a later date is retained in the MPO or authorized UMR until delivery can be made, but under no circumstances will mail be held without making every attempt to forward or deliver, as required.

11. When mail is received and there is no record of the addressee, the mail clerk will draw a single diagonal line through the incorrect portion of the address so as not to obliterate it, and on the reverse side, place the complete annotation "No Record". Mail must be returned to the serving MPO as soon as practical, but no later than the next working day after the date of receipt.

12. The mail clerk will not endorse mail for deceased personnel at all, but will promptly return it to the serving MPO with a completed Certification of Notification of Deceased/Deserter, signed by the Unit Postal Officer.

13. Mail with a forwarding address will be properly endorsed and forwarded without delay. Mail clerks will add any omitted parts of the address, to ensure accurate processing and delivery. Draw a single diagonal line through the incorrect part of the address, but do not obliterate it, then write the new address neatly and legibly on the face of the envelope, in the lower left portion, space permitting. Any subsequent endorsements are placed clockwise on the face of the envelope as space permits. The following also applies:

a. If all available space on the front of mail is used, gummed address labels may be utilized, but never cover the original address.

b. Include an estimated date of arrival (EDA) when mail is being forwarded to a military address. This is essential in order to ensure mail handling personnel at the new command hold the newly joining member's mail at least until the current EDA.

c. Do not use abbreviations such as CLNC for Camp Lejeune, or PISC for Parris Island, in the forwarding addresses. Only abbreviations for the State (e.g., CA, NY, AL, or AA/AP/AE for APO's and FPO's) are allowed. Also, do not use geographical locations, such as "Okinawa, Japan", if FPO/APO addresses are involved.

4009. ACCOUNTABLE MAIL

1. Accountable mail for the purpose of this Order is Registered, Numbered Insured, Certified and Express mail. Personnel handling any accountable mail must maintain a chain of signed receipts until final delivery has been made. Unnumbered insured articles are handled as ordinary mail, with no delivery receipt required.
2. When the serving MPO receives personal accountable mail, a PS Form 3849 (Notice of Arrival) is completed for each item on hand, and sent to the serving UMR, for delivery to the addressee. Mail clerks/orderlies are not authorized to handle personal accountable mail, but must ensure rapid delivery of PS Form 3849.
3. Official accountable mail may be handled by mail clerks/orderlies only when specifically authorized in writing by their Commanding Officer. This authority cannot be delegated, and the 1st FSSG Postal Inspector's Section can provide assistance with written formats to use. The Commanding Officer has the option to authorize someone in writing, to receipt for, open and distribute ALL official mail, including accountable mail. Mail clerks operating UMR's cannot be assigned to perform this duty because they cannot open mail, or process opened correspondence in the UMR. Records of delivery of accountable mail shall be maintained using PS Form 3850. Unit Postal Officers will verify delivery of each piece of accountable mail by initialing PS Form 3850 in the "COD" block adjacent to the article number, and initialing any other valid USPS Form used. Receipts are filed in chronological order, for easy tracking, locating and verification of delivery records.
4. When notices of arrival of mail are undeliverable, suitable notations shall be made in the space provided on the reverse side of the form. If the individual is on leave, UA, in the field, etc., notify the serving MPO and endorse PS Form 3849 with appropriate status, then return it immediately to the serving MPO.
5. When a mail clerk has to turn over accountable mail to another mail clerk, the provisions of Reference (b), paragraph 406 will apply so that there is always an unbroken chain of receipts and custody. The only difference is that USPS Form 3850 is now used instead of DD Form 434 for maintaining records.
6. Official accountable mail is not held overnight in the UMR. When accountable mail is undeliverable, the mail clerk must return such mail to the serving MPO. The mail clerk will also obtain a signature in PS Form 3850 from the postal clerk receipting for it.

7. Records of accountable mail will be retained as follows:

- a. Letters of Authorization - 2 years from date of cancellation.
- b. PS Form 3883 - 2 years from date of receipt.
- c. PS Form 3850 - 2 years from the date of the last entry.

4010. MISCELLANEOUS

1. Special delivery mail is handled as ordinary mail, and no special delivery service is provided within the MPS, per the Postal Agreement between DoD and USPS. Paying a special delivery fee does not guarantee safe delivery or provide indemnity.

2. Mail clerks/orderlies will ensure that persons or offices receiving mail not intended for them, immediately return such mail unopened to the UMR or serving MPO for proper delivery to the addressee.

3. Anyone receiving and opening U.S. Mail by mistake, must reseal the item immediately, then endorse it on the reverse side as shown by the example below, and return it to the mail clerk or serving MPO.

Opened by Mistake 10 Nov 00  
Printed Name and Signature  
Rank, SSN, Complete Unit

Personnel shall not examine the contents of mail opened by mistake, but will treat it as though it were sealed.

4. If mail is received in other than good condition, the mail clerk must endorse it as "received in damaged condition", date and initial it. Advise the addressee of the nearest MPO where a claim, inquiry, or complaint may be filed, and instruct the addressee to take the damaged item, along with the wrapper and packing material in which it was received, if they wish to file a claim or complaint.

5. If accountable mail is ever received by the mail clerk intermingled with ordinary mail, it will be returned to the serving MPO immediately, for proper processing.

6. Mail clerks must sign for and pick up mail from their serving MPO daily, while mail orderlies must do so from their serving UMR daily.

This requirement is waived only if a situation arises where all unit personnel will not be available for mail distribution (i.e. the entire battalion will not be in garrison, or on official holidays). Requests for non-delivery of mail can be accomplished by phone, memo, or any other means available to the Commanding Officer of the battalion, but this authority may not be delegated.

SOP FOR POSTAL AFFAIRS AND MAIL HANDLING

CHAPTER 5

OFFICIAL MAIL AND COST MANAGEMENT

	<u>PARAGRAPH</u>	<u>PAGE</u>
GENERAL.....	5000	5-3
AUTHORIZED USE OF OFFICIAL MAIL.....	5001	5-3
SPECIAL MAIL SERVICES AVAILABLE.....	5002	5-4
BUSINESS REPLY MAIL (BRM).....	5003	5-5
METERING OF OFFICIAL OUTGOING MAIL FOR POSTAGE.....	5004	5-6
STANDARD A BULK MAIL.....	5005	5-6
PREPARATION OF STANDARD A BULK MAIL FOR MAILING.....	5006	5-6
POSITIVE ACCOUNTABILITY.....	5007	5-7
COST MANAGEMENT MEASURES.....	5008	5-7
UNIT OFFICIAL MAIL SITE INSPECTIONS.....	5009	5-9

# SOP FOR POSTAL AFFAIRS AND MAIL HANDLING

## CHAPTER 5

### OFFICIAL MAIL AND COST MANAGEMENT

#### 5000. GENERAL

1. Reference (e), paragraph 1000, defines official mail as, "...any letter, publication, or parcel relating exclusively to the business of the U.S. Government, which is mailed using official postage. Only those items that are mailable under postal laws may be sent as official mail..." By law (39 U.S.C. 3202), only officials of the U.S. Government, conducting government business are authorized to send items through the postal system as official mail. Military personnel may suffer disciplinary action and/or severe Federal penalties for misuse of official mail.
2. References (c), (e) and (g) provide detailed instructions on all aspects of the official mail program, to include; Authorized uses of official mail; Preparation and screening procedures for official correspondence intended for entry into official mail channels; Addressing, processing and handling official mail; and, Official mail cost management.
3. All official mail except Business Reply mail must contain a complete and correct return address of the mailing activity in the upper left corner of the envelope or label. The title of the individual (e.g., Commanding Officer, Postal Officer) is to be used instead of the name.

#### 5001. AUTHORIZED USE OF OFFICIAL MAIL

1. Reference (e), Chapter 1, provides detailed information as to who is authorized to use official mail. In general, all Marine Corps major commands, subordinate units and Marine Corps Reserve activities are authorized to use official mail, as long as they comply with official mail addressing and mailability guidelines.
2. Official Mail is not used for correspondence that is not exclusively U.S. Marine Corps business. Reference (e) provides a detailed list of unauthorized uses.
3. The improper use of official mail is to be reported to the 1st FSSG MPO (Inspector's Section).

5002. SPECIAL MAIL SERVICES AVAILABLE

1. Registered Mail. Used solely to ensure "safe delivery". Because the U.S. Government is self insured, indemnity is not provided for official mail, so the least expensive Registered fee is charged, without postal insurance. Only First-class or Priority mail can be Registered, and it is the slowest form of First-class or Priority mail since it requires a "chain of receipts" throughout the entire handling process. Matter considered mission essential (see reference (e), paragraph 3001) and requiring the highest degree of security may be sent Registered.

2. Express Mail. USPS Express Mail Service is a high speed (generally overnight) delivery that is available to most major locations in the United States.

a. It is not available to or from all military locations because it relies on expedited transportation services provided by USPS.

b. This service is so expensive that the following must be considered before requesting approval for authorization to use:

(1) Will mission failure result if the document is not received by the following day?

(2) What compelling circumstances prevent the items from being ready in time for normal mail transit?

(3) Will the recipient be present to accept delivery of the document? Express Mail service for official correspondence is not authorized on days that precede a weekend because USPS doesn't deliver Express Mail to military locations during weekends. If mailed on a Friday using Priority mail, a package or document will normally be delivered within two to three working days. Express Mail will be authorized on days preceding a weekend only if the mailer guarantees the recipient will be available during the weekend to receive the Express Mail shipment.

(4) Have other less expensive alternatives been examined? Note: Aboard Camp Pendleton, official correspondence requiring expedited service shall normally be shipped Federal Express through TMO. Federal Express is a less expensive, but equally effective and reliable alternative to Express Mail service. Activities must submit the official correspondence or item to the TMO Freight Branch (Bldg 2253), along with a letter requesting this service.



c. Authorization for use of Express Mail will come from the Installation OMM, who is also the MCB Postal Officer. Requests will be submitted in writing and approval will be strictly on a case-by-case basis.

3. Insured Mail. Insured mail is only used when an established requirement for evidence of mailing and a record delivery exists for Marine Corps supply items not having a required delivery date (RDD). As the U.S. Government is self insured, only the minimum insurance fee is required. This ensures "safe delivery" of mail for record purposes (i.e. accountability).

4. Certified Mail. Provides evidence of mailing and a record of delivery, but is restricted for use only within the domestic postal system. It is used only for items having no intrinsic value, and does not provide a chain of receipts while in transit. It is dispatched, handled, and treated as First-class mail while in postal channels, until reaching the MPO of destination. (See Reference (e), paragraph 3002 for acceptable use examples.)

5. Return Receipts (PS Form 3811). Provides the mailer with evidence of delivery, and may be obtained for Numbered Insured, Registered, Express, and Certified mail, but requires additional postage fees. When proof of delivery is required for official mail sent to another installation or government agency, a NAVMC Form 941 (Transmittal of Records/Documents) is to be used. These forms are placed inside the item being mailed along with instructions to the addressee on completing and returning to the sender.

6. Certificate of Mailing. The certificate of mailing (PS Form 3817) may be requested when proof of mailing is necessary. It is to be used instead of numbered insured, registered or certified mail when only proof of mailing is required.

7. Special Handling, Restricted and Special Delivery. These services are not authorized for official mail since official mail is addressed to an agency, unit, or organization, rather than to an individual. All of these services provide control or extra delivery guidance intended for personal mail going to individuals.

5003. BUSINESS REPLY MAIL (BRM). Business Reply Mail is used on all occasions when an official mailer requires a response and the command is paying the postage for it. BRM is available in the form of cards, envelopes, and labels. The command is only charged postage when the BRM card or envelope is returned. BRM mail is handled as First-Class

mail while in transit. The mailing address and the return address on all BRM will be the official military address of the mailer. Questions pertaining to BRM should be directed to the Official Mail Section of the MCB Post Office.

5004. METERING OF OFFICIAL OUTGOING MAIL FOR POSTAGE. All official mail being dispatched from Camp Pendleton must be metered for the appropriate postage. To that end, outgoing official correspondence must be taken to the respective command mail center, where it is processed according to MCO P5110.4. The command mail center (see 5008 below) consolidates official mail to the maximum extent possible and ensures proper handling and dispatch requirements are met, per current directives. Under no circumstances is official mail to be deposited in USPS mail receptacles (mail boxes).

5005. STANDARD A BULK MAIL. Standard A Bulk Mail is authorized for large official mailings which are informative in nature (e.g. flyers, circulars, announcements, bulletins, newsletters, etc.), meet USPS automation and barcoding standards, do not have constraints on delivery times, and can be sent at a discounted postage rate.

5006. PREPARATION OF STANDARD A BULK MAIL FOR MAILING

1. All official Standard A bulk mailings will be processed according to current USPS automation, barcoding, and bulk mailing guidelines, and must conform to USPS automation standards to receive appropriate discounts. Each bulk mailing is brought to the MCB MPO Official Mail Section, along with appropriate documentation, for final approval, processing and postage application, as necessary. Any questions should be addressed to the MCB MPO Official Mail Section for resolve.

2. Method of Postage. There are two methods of postage that can be used for Standard A mailings:

a. Metered Postage. The unit brings a properly prepared mailing to the MCB MPO Official Mail Section, along with a completed PS Form 3602, for postage metering.

b. Permit Imprint. Permit imprints must conform to USPS automation standards, and DoD guidelines. Templates for permit imprints must be approved by the serving MPO before use, so it is imperative that units wishing to use permit imprints on mailings go to their serving MPO for information, templates, and policy guidance. The permit imprint eliminates the need of having to meter each piece with the appropriate postage.

3. For more information concerning Standard A mail, contact the MCB MPO Official Mail Section.

5007. POSITIVE ACCOUNTABILITY. The official mail program is based upon the use of positive accountability for postal expenditures. References (c), Chapter 2, and (e), Chapter 5 provide detailed information on the procedures and policies for maintaining positive postage accountability.

1. Postage Meters. Each MPO that uses metering equipment is responsible for keeping their license current and maintaining, protecting and resetting their postage meters. Mailers that have contracted for their own meters are responsible for coordinating with their serving Postmaster to ensure appropriate postage meter maintenance, security and setting procedures are followed.

2. Postage Expenditure Report (NAVMC 11125). This report is submitted to CMC (MRP-3) on a semi-annual basis by the MCB MPO Official Mail Section. Report symbol MC-5110-02 has been assigned to this report by CMC.

3. Maintenance Log. The maintenance log required by Reference (e), paragraph 5003, will be maintained by the MCB Custodian of Postal Effects (COPE), Official Mail Manager, or Postal Supply NCO.

5008. COST MANAGEMENT MEASURES. It is DoD policy that mailing costs be kept to the minimum necessary to conduct essential government business. Reference (e) amplifies that policy, establishing newer and stronger guidelines for all Marine Corps activities to follow.

1. Policies and Procedures. Reference (e), paragraph 4001, will be reviewed by all activities to ensure that all applicable cost saving policies are complied with and all appropriate cost saving measures are utilized.

2. Command Official Mail Centers

a. Commanding Officers at the battalion or squadron level, and any special staff section which operates a functional UMR, must establish and maintain a Command Official Mail Center as the central point for screening, consolidating and final preparation for mailing of all outgoing official matter/correspondence generated by the command, and serve as the central distribution point for all incoming official mail.

b. The unit OMM, once appointed in writing, is responsible for monitoring and supervising the operation of the Command Official Mail Center. The unit OMM will ensure that the Command Official Mail Center is operated in accordance with policies and procedures contained in references (c), (e), (f) and this Order.

c. The Command Official Mail Center should be in a central location where it can best serve the needs of the command. It is recommended that the Command Official Mail Center be maintained as a secured (with lock) room, and that it offer security to the official matter/mail being handled therein.

d. The UMR will not serve the dual function as Command Official Mail Center since only undelivered U.S. Mail may be processed and stored in the UMR. Also, U.S. Mail and classified matter may not be stored in the Command Official Mail Center under any circumstances.

### 3. Consolidated Correspondence

a. Official correspondence must be consolidated to the maximum extent possible, so that official mailing costs can be minimized.

b. Commanding Officers must ensure Command Official Mail Centers monitor the Official Mail Program, comply with all policies and guidance applicable to official mailings, and perform consolidation of official correspondence.

c. Consolidated matter will be addressed to the Commanding General/Officer of the addressee activity, and endorsed "CONTAINS CONSOLIDATED CORRESPONDENCE," in bold letters, in the lower left quadrant of the address side of the container. It is then weighed (cannot exceed 70 pounds) and postage is applied, transforming the correspondence into official mail. The Official mail is then sent to the addressee MPO under a single cover, (i.e. large envelope or box), for further distribution and final delivery.

d. The Command Official Mail Center must determine which official correspondence will enter the USPS system, and which will be sent by intra-command messenger/guard mail. Documents destined for units or activities aboard the originating base, or served by the command's courier service, will at no time be entered into the USPS system.

e. Command Official Mail Centers receiving mail endorsed "CONTAINS CONSOLIDATED CORRESPONDENCE," are authorized to open this mail and make appropriate distribution.

f. Guard mail or command courier service will be utilized to the maximum extent possible for the delivery of items destined for activities located within the originator's geographical location.

g. When consolidation is not possible, the smallest possible envelope suitable for a single mailing will be utilized in all cases. The USPS restrictions with regard to nonstandard envelopes are outlined in MCO P5110.4, paragraph 4002.2, and must be strictly followed to avoid unnecessary surcharges.

5009. UNIT OFFICIAL MAIL SITE INSPECTIONS. The Installation OMM or his designated (in writing) representative will inspect all official mail sites at least annually to ensure units are complying with current official mail policies and procedures. All inspections will be unannounced and based on the pass/fail grading system. The inspector will use DD Form 2495 (Official Mail Manager's Inspection Checklist) or its equivalent for site inspections.

SOP FOR POSTAL AFFAIRS AND MAIL HANDLING

CHAPTER 6

NONMAILABLE MATTER, POSTAL LOSSES AND OFFENSES

	<u>PARAGRAPH</u>	<u>PAGE</u>
NONMAILABLE MATTER.....	6000	6-3
POSTAL LOSSES.....	6001	6-3
POSTAL OFFENSES.....	6002	6-4
NOTIFICATION.....	6003	6-4
INVESTIGATIVE ACTION.....	6004	6-5
SUBMISSION OF DOCUMENTS.....	6005	6-5
INVIOABILITY OF THE MAILS.....	6006	6-5
PENALTIES.....	6007	6-6
EMERGENCY DISPOSITION OR DESTRUCTION OF MAIL AND POSTAL EFFECTS.....	6008	6-6

## SOP FOR POSTAL AFFAIRS AND MAIL HANDLING

### CHAPTER 6

#### NONMAILABLE MATTER, POSTAL LOSSES AND OFFENSES

6000. NONMAILABLE MATTER. Nonmailable matter includes all matter which is by law, regulation, or treaty stipulation prohibited from being sent in the mails. When mailers are in doubt as to whether any matter is properly mailable, they should inquire at the serving MPO. The following is a partial list of nonmailable matter:

- a. Obscene or indecent matter; Lotteries, fraud, and libelous matter.
- b. Intoxicating beverages and illicit drugs.
- c. Explosive, flammable or poisonous matter.
- d. Firearms (with certain exceptions).
- e. Bombs, grenades, ammunition or percussion caps.
- f. Matter advocating threats to the President of the United States, or disloyalty to the United States.
- g. Unprotected sharp instruments.

#### 6001. POSTAL LOSSES

1. Mail or postal effects can be lost, damaged or destroyed through no fault of the individual having custody of the item(s). Flash Floods, earthquakes, other acts of nature and occurrences, which are beyond the individual's control are all examples of this. A postal or criminal investigation must be conducted to determine whether negligence or willful acts destruction occurred, with the findings used to decide if a loss or an offense occurred.

2. During conflicts, the imminent danger of attack and possible enemy takeover may require postal personnel to take special measures to protect, remove, or destroy postal property and mail in their possession, to keep it from falling into enemy hands. Reference (g), and Section 6009 of this Order, provide specific instructions for the emergency disposition or destruction of mail and postal property.

6002. POSTAL OFFENSES

1. A postal offense occurs when mail is delayed, stolen, opened, intentionally withheld, or otherwise illegally tampered with. Other offenses include UMR break-ins, theft of postal funds or property, and malicious damage or destruction of any postal property. Any incident, or allegation involving the loss, theft or embezzlement of postal funds, postal effects or property, the altering, forging and fraudulent passing of money orders, or the loss, rifling, wrongful delivery, delay or damage of mail under military jurisdiction or custody, shall be investigated in the most vigorous, expeditious manner. Findings of culpability or negligence will result in disciplinary, administrative, or even criminal actions by USPS and/or the command.

2. All mail, postal funds, stamp stocks, accountable papers, supplies, equipment, and other properties, must be used only as intended and prescribed by postal laws, regulations, or as directed by higher postal headquarters. Additionally, the protection, proper processing, expeditious transmission, and insured inviolability of all mail matter is of prime importance.

6003. NOTIFICATION. Upon discovery of an irregularity pertaining to the mail, postal equipment, keys, money order forms, or postal funds and property which are in military custody for transmission, delivery, or use, requires that the following actions shall be taken:

1. Any person making such a discovery shall immediately inform their Commanding Officer, who must notify the 1st FSSG Postal Officer.

2. In the event that a UMR or MPO is broken into, the person making the discovery shall immediately isolate the area, permitting no one to enter the area until the 1st FSSG Postal Officer or his representative, and/or an investigative agency representative arrives.

3. Personnel shall not report suspected violations to mail orderlies or Postal Clerks, as this could forewarn suspect individuals and hinder any subsequent investigation. Any suspected violations should be promptly reported to the Commanding Officer and/or the 1st FSSG Postal Officer.

4. Some postal offenses require the Commanding Officer to submit an immediate message report to the Military Postal Service Agency (MPSA), with an information copy to CMC (MRP-3), and the CG,



MarForPac (Force Postal Officer). The message format in Reference (b), Figure 14-3, will be utilized. It is of the utmost importance that all known and suspected irregularities and offenses be reported to the Commanding Officer and the 1st FSSG Postal Officer without delay, so that if a message report is required, it can be accomplished as expeditiously as possible.

6004. INVESTIGATIVE ACTION

1. Upon notification, the 1st FSSG Postal Officer or a designated postal representative (normally a Postal Inspector), will proceed immediately to the scene of the incident to perform a preliminary inquiry and determine if investigative action is required by the activity concerned, or if investigative assistance is required.

2. If investigative assistance is required, the 1st FSSG Postal Officer or a postal representative will coordinate the assistance with the appropriate investigative agency (U.S. Postal Inspection Service, NCIS or CID).

6005. SUBMISSION OF DOCUMENTS. Commanding Officers will ensure that copies of all pertinent documents concerning Postal violations and investigations are immediately forwarded to the 1st FSSG Postal Officer via the respective chain of command.

6006. INVIOABILITY OF THE MAILS

1. The secrecy of the mails is inviolable. Delaying, destroying, or otherwise tampering with the mails, are offenses against the United States, and punishable under Federal Law.

2. Mail is considered to be in USPS custody from the time it is deposited in any authorized post office, depository, or MPO, or it is collected by authorized mail handling personnel, until such time as it is delivered to the addressee in person, or their representative authorized in writing to receipt for their mail.

3. Marine Corps postal personnel and mail clerks/orderlies shall never break or permit to be broken the seal of any first class mail while in Marine Corps postal channels. Reference (a), Chapter 8 provides guidance to postal personnel on handling mail believed to contain nonmailable matter. Mail clerks/orderlies with questions pertaining to this matter must contact their serving MPO.

6007. PENALTIES

1. Severe penalties such as fine, imprisonment, or both, are provided for persons who intentionally delay, obstruct, destroy, steal, or wrongfully open mail which is not their own. Also, anyone who knowingly mails or causes to be mailed, any matter that has been declared nonmailable under the law, will face similar punishments. Military members also face disciplinary action and possible confinement if found to have committed a postal offense. Offenses against the mails can be tried under the Uniform Code of Military Justice and Federal laws that apply to the mails, such as U. S. Code Annotated Title 18, Crimes Procedures of June 1948, Chapter 83.

2. The following extract from the Manual for Courts Martial, U. S. 1984, should impress upon military personnel the severity of the punishments that can be imposed for offenses against the mails:

"Article 134. Offenses: Wrongfully opening, taking, obstructing, secreting, destroying, stealing, or obstructing mail matter while in the custody of any other agency, or not yet delivered or received. Depositing, or causing to be deposited obscene or indecent matter in the mail.

Punishment: Dishonorable discharge, forfeiture of all pay and allowances and confinement at hard labor not to exceed five years."

6008. EMERGENCY DISPOSITION/DESTRUCTION OF MAIL AND POSTAL EFFECTS

1. In emergencies involving danger of capture, the 1st FSSG MPO will coordinate with affected commands to ensure proper disposition or possible destruction of mail and postal effects as follows:

a. If sufficient advance warning is received:

(1) Deliver or dispatch mail on hand to the maximum extent possible.

(2) Suspend operations and transport postal effects and supplies to a safe area.

b. If advance warning is received, but there is not sufficient time to carry out the procedures in 6009 (a) above, then mail and postal effects will be evacuated or destroyed in the following priorities:

- (1) Official Registered Mail.
- (2) Directory service files.
- (3) Postage stamps and stamped paper.
- (4) Currency and coins.
- (5) Blank money order forms, paid money orders and checks on hand.
- (6) Money order imprinter.
- (7) Other accountable mail.
- (8) All remaining mail.
- (9) USPS canceling stamps and all other postal equipment.
- (10) All other records, equipment, mail sacks and furniture.

2. When destruction of postal effects is appropriate, the following methods should be utilized:

a. Currency, stamps, mail and other burnable articles will be burned to unidentifiable ashes and scattered. Oils or chemicals may be used to facilitate burning.

b. Classified equipment contained in Registered Mail and other non-burnable items should be smashed beyond recognition and scattered, jettisoned or burned, as practicable.

### 3. Witnessing and Reporting

a. The emergency evacuation or destruction of postal effects must always be coordinated and verified by the 1st FSSG Postal Officer and/or Postal Chief. Whenever possible, there should be three witnesses and they should be Officers, otherwise, witnesses can be any available senior personnel.

b. A report of destroyed items of great value is required, and whenever possible, a list of at least the items in 6009 (b) above, is prepared prior to destruction. If practical, a copy of the list will be given the same distribution as DD Form 2259, Report of Audit

of Postal Accounts: i.e., a copy to NCIS and two copies to the Treasurer of the United States and the Comptroller of the Navy. The following additional reporting requirements apply:

(1) Registered, Insured, and Certified mail should be recorded by number, originator, addressee and description of contents of other than personal letter material.

(2) Money order forms destroyed should be recorded by inclusive money order serial number.

(3) Stamps, checks, currency and coins shall be listed in accordance with destruction schedules contained in the Navy Comptroller (NAVCOMPT) Manual.

(4) Serial number(s) of money order imprinter(s) shall be listed.

(5) Other postal equipment shall be listed by description and quantity destroyed.

## SOP FOR POSTAL AFFAIRS AND MAIL HANDLING

### APPENDIX A

#### UNCOMMON ACRONYMS AND ABBREVIATIONS

1. Below is a list of acronyms and abbreviations used in this Order that are not commonly used throughout the Marine Corps, so they are spelled out when first used in the text, then abbreviated throughout the rest of this Order. Common abbreviations or acronyms used in this Order are not spelled out first and are not listed below.

<u>ACRONYM/ ABBREVIATION</u>	<u>LONG TITLE</u>
BRM	Business Reply Mail
CAC	Change of Address Card
COPE	Custodian Of Postal Effects
CTUS	Customs Territory of the United States
DoDAAD	Department of Defense Activity Address Directory
EDA	Estimated Date of Arrival
FAP	Fleet Assistance Program
FPO	Fleet Post Office
JT	Joint
MHP	Mail Handling Procedures
MPO	Military Post Office
MPS	Military Postal Service
MPSA	Military Postal Service Agency
MRP-3	Postal Affairs Section, HQMC
MRR	Mail Routing Request
NAVCOMPT	Navy Comptroller

## SOP FOR POSTAL AFFAIRS AND MAIL HANDLING

OMM	Official Mail Manager
PAL	Parcel Air Lift
PARS	Postal Activity Reporting System
PS	Postal Service
RDD	Required Delivery Date
SAM	Space Available Mail
SNDL	Standard Navy Distribution List
UMR	Unit Mail Room
USPS	United States Postal Service
WTI	Weapons Training Instruction

# SOP FOR POSTAL AFFAIRS AND MAIL HANDLING

## APPENDIX B

### MPO LOCATIONS AND HOURS OF OPERATION

#### CAMP PENDLETON MPO LOCATIONS AND HOURS OF OPERATION

The Main MPO is located in Bldg #1674 and operates Monday through Friday from 0730 until 1600. All postal operations are closed on Saturday, Sunday, and holidays. The Main MPO provides and/or coordinates postal administration, parcel delivery, official mail service, deployed unit mail operations, mail distribution, and postal training. Stamp and money order services are not available at the Main MPO, but a stamp vending machine is on site. The locations and hours of operation for unit post offices at Camp Pendleton are listed below:

<u>AREA</u>	<u>BLDG</u>	<u>LOCATION</u>	<u>DAYS</u>	<u>STAMP SERVICES</u>	<u>MONEY ORDERS</u>
11	1102@	MCX	Mon-Fri	0815-1330 1400-1600	0900-1330 1400-1500
14*	1482	Mainside	Mon-Fri	0900-1600	0900-1530
16	1674	Main P.O.	Stamp vending machine only Mon-Fri Mon-Fri	0800-1600 PARCEL DELIVERY ONLY 0730-1600 Official Mail Section	
21	210636@	Del Mar	Mon-Fri	0815-1300 1400-1600	0900-1300 1400-1500
22	220106@	Chappo	Mon-Fri	0930-1300 1400-1600	0930-1300 1400-1500
27	H-100@	NavHosp	Mon-Fri	1200-1400	1200-1400
33*	33307	Margarita	Mon-Fri	0900-1600	0900-1530
41*	41356	Las Flores	Mon-Fri	0900-1600	0900-1530
43*	43507	Las Pulgas	Mon-Fri	0900-1600	0900-1530
53*	53507	Horno	Mon-Fri	0900-1600	0900-1530
62*	62307	San Mateo	Mon-Fri	0900-1600	0900-1530

# SOP FOR POSTAL AFFAIRS AND MAIL HANDLING

## TWENTY-NINE PALMS MPO LOCATIONS AND HOURS OF OPERATION

<u>AREA</u>	<u>BLDG</u>	<u>LOCATION</u>	<u>DAYS</u>	<u>STAMP SERVICES</u>	<u>OTHER SERVICES</u>
15	1530	Mainside	Mon-Fri	0730-1630	Postal Operations
			Sat	Closed	Official Mail
			Sun	Closed	Postal Directory
			Holidays	Closed	MONEY ORDERS

The postal finance facility falls under the operational control of the postmaster, Twenty-nine Palms, California 92278.

<u>AREA</u>	<u>BLDG</u>	<u>LOCATION</u>	<u>DAYS</u>	<u>STAMP SERVICES</u>	<u>MONEY ORDERS</u>
15	1512@	MCAGCC	Mon-Fri	0900-1600	0900-1530
			Sat	1000-1400	1000-1400
			Sun	Closed	
			Holidays	Closed	

@ DENOTES CIVILIAN USPS FINANCE UNITS.

\* DENOTES THAT THESE OFFICES WILL SECURE AT 1200 HOURS ON WEDNESDAYS FOR MILITARY OCCUPATIONAL SPECIALTY (MOS) TRAINING.